

**Grand Traverse County Board of Public Works - Finance Committee**  
**3848 Veterans Drive**  
**GARFIELD TOWNSHIP HALL**

**Special Meeting Minutes**  
**Thursday, April 11, 2019 @ 8:00 A.M.**

**CALL TO ORDER**

The Chair called the special meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 8:00 a.m. at the Garfield Township Hall located at 3848 Veterans Drive, Traverse City, Michigan. The Secretary was present.

**ROLL CALL**

**PRESENT:** Jay Zollinger, Jeff Shaw, Rob Manigold, Chuck Korn, and Beth Friend

**ABSENT:** N/A

**STAFF:** John Divozzo and Dianne Thompson

**Also Present:** Bob Fudge and Art Krueger

**PUBLIC COMMENT**

None.

**APPROVAL OF AGENDA**

**MOTION by Chuck Korn to approve the agenda as presented; second by Rob Manigold.**  
The Motion PASSED unanimously.

**APPROVAL OF MEETING MINUTES**

The meeting minutes of March 6, 2019 were approved without objections or corrections.

**AGENDA ITEMS**

1. Summary of Prepaid Claims

John presented a summary of claims; the committee had no objections.

2. Legal RFP Strategy

John presented the responses to the Request for Proposals for Legal Services for discussion. He included a memo regarding evaluation criteria and his recommendations.

John asked that the committee accept his recommendation to enter into contract negotiations with the firm Mika Myers LLC based on their approach to and understanding of the scope of the project and experience with similar clients. In addition, the proposed schedule and completion date were consistent with the Board's direction. All firms showed a level of experience and cost to be similar, but specifically, Mike Meyers has an extensive client list exclusive to utilities and ordinances. John indicated that he has worked with Mika Meyers and Kohl, Stoker, and Toskey, but his work with Mika Meyers was directly related to the requested services. He indicated he felt all three firms were qualified and that costs would be similar with each. It really comes down to familiarity with the respondents' work. John stated he has worked with Mika Meyers specifically on ordinance writing; Cohl, Stoker, and Toskey mainly in municipal law, not specific to ordinances, and he has not worked with the other firm.

With tight deadlines, limited budget and multiple townships to work with on the project, he was recommending Mika Myers to the committee.

**MOTION** by Beth Friend to recommend the Board of Public Works accept the proposal from Mika Meyers LLC, per staff's recommendation, and have legal counsel review associated agreement(s); **SECOND** by Rob Manigold.

**ROLL CALL VOTE:**

(5) YES: Friend, Korn, Manigold, Shaw, and Zollinger  
(0) NO: N/A  
(0) Absent: N/A

The Motion PASSED unanimously (5-0).

**PUBLIC COMMENT**

None.

**NOTICES**

1. The next regular BPW Meeting will be held on Thursday, April 11, 2019 at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, May 1, 2019 at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

**ADJOURNMENT** 8:09 a.m.

Date: 5-1-19

Jim B Zollinger  
BPW Finance Committee Chair

Jeffrey K So  
BPW Finance Committee Secretary  
(Approved as to form and content)

Drafted by: John Divozzo  
John Divozzo